


0035/12

235385

2012-25-T

	USDOT# 2270810		Legal: CAROLINA EXECUTIVE COACH LLC	
	Operating (DBA):			
MC/MX #:		Id #:		Federal Tax ID:
Review Type: Safety Audit - New Entrant		Location of Review/Audit: Company Facility in the U.S.		
Scope: Entire Operation		Territory: F		
Operation Types		Interstate	Intrastate	
Carrier:	N/A	Non-HM		
Shipper:	N/A	N/A		
Cargo Tank:	N/A			
Business:		Corporation		
Gross Revenue:		\$0		
		for year ending: 12/31/2011		
Company Physical Address:				
1625 CHARLESTON HWY WEST COLUMBIA, SC 29169, UNITED STATES				
Contact Name: SCOTT RAYFIELD				
Phone numbers: (1) 8032525466		(2) 8036007006		Fax
E-Mail Address: carolinaexcchoach@aol.com				
Company Mailing Address:				
701 GERVAIS STREET SUITE 150-411 COLUMBIA, SC 29201, UNITED STATES				
Carrier Classification				
Other				
Cargo Classification				
Passengers				
Does carrier transport placardable quantities of HM? No				
Is an HM Permit required? No				
Driver Information				
	Inter	Intra	Average trip leased drivers/month: 0	
< 100 Miles:	0	0	Total Drivers: 3	
>= 100 Miles:	0	3	CDL Drivers: 3	
Equipment				
	Owned	Term Leased	Trip Leased	Owned Term Leased Trip Leased
Minibus, 16+	1	0	0	
Power units used in the U.S.:		1		
Percentage of time used in the U.S.:		100		

RECEIVED

2012 05 08

PSC SC  
MAIL / DMS



CAROLINA EXECUTIVE COACH LLC

USDOT#: 2270810

Review Date:

2/29/2012

## Part A

QUESTIONS regarding this report or the Federal Motor Carrier Safety or  
Hazardous Materials rules may be addressed to the Office of Motor Carriers at:  
South Carolina State Transport Police / Motor Carrier Compliance Unit  
10311 Wilson Blvd. / P.O. Box 1993, Blythewood, SC 29016  
Phone: 803-896-5500 / Fax: 803-896-5526

**This SAFETY AUDIT will be used to assess your safety compliance.**

**Person(s) Interviewed:**

**Name:** SCOTT RAYFIELD

**Title:** PRESIDENT

**Name:** ANDREW ANDERSON

**Title:** MANAGER





CAROLINA EXECUTIVE COACH LLC  
USDOT#: 2270810

Review Date:  
2/29/2012

### Part B - Questions and Answers

An asterisk (\*) beside an answer indicates an area of non-compliance by the motor carrier, and negatively affects the results of the audit.

**Question** General # 1 Section # 387.7(a) Acute  
Does the carrier have the required minimum level of financial responsibility in effect (property carrier)?

**Answer**  
N/A

**Comments**

**Question** General # 2 Section # 387.7(d) Critical  
Does the carrier have required proof of financial responsibility (property carrier)?

**Answer**  
N/A

**Comments**

**Question** General # 3 Section # 387.31(a) Acute  
Does the carrier have the required minimum level of financial responsibility in effect (passenger carrier)?

**Answer**  
N/A

**Comments**

**Question** General # 4 Section # 387.31(d) Critical  
Does the carrier have required proof of financial responsibility (passenger carrier)?

**Answer**  
N/A

**Comments**

**Question** General # 5 Section # 13901 (392.9a(a)(1))  
Is the motor carrier authorized to conduct interstate operations in the United States?

**Answer**  
No \*

**Comments**  
Intrastate Only

**Question** General # 6 Section # 390.15(b)(1)  
Can the carrier provide a complete accident register of recordable accidents?

**Answer**  
Yes

**Comments**

**Question** General # 7 Section # 390.15(b)(2) Critical  
Does the carrier have copies of all accident reports required by States or other government entities or insurers?

**Answer**  
No \*

**Comments**  
The carrier had no accidents in the last 365 days

**Question** General # 8 Section # 390.3(e)  
Is the carrier knowledgeable of the FMCSRs/HMRs?

**Answer**  
Yes

**Comments**

<b>Question</b> General # 9 Section # 390.21	<b>Answer</b>
Does the carrier know the commercial motor vehicles marking requirements?	Yes
<b>Comments</b>	
<b>Question</b> Driver # 1 Section # 391.51(a) Critical	<b>Answer</b>
Does the carrier maintain complete driver qualification files?	Yes
<b>Comments</b>	
<b>Question</b> Driver # 2 Section # 391.11(b)(4) Acute	<b>Answer</b>
Is the carrier using physically qualified drivers?	Yes
<b>Comments</b>	
<b>Question</b> Driver # 3 Section # 391.45(a), 391.45(b) Critical	<b>Answer</b>
Does available evidence indicate the motor carrier has used a driver without a medical certificate or with an expired medical certificate?	No
<b>Comments</b>	
<b>Question</b> Driver # 4 Section # 391.15(a) Acute	<b>Answer</b>
Is the carrier using any disqualified drivers?	No
<b>Comments</b>	
<b>Question</b> Driver # 5 Section # 391.51(b)(2) Critical	<b>Answer</b>
Does the carrier maintain driving inquiry data in driver qualification files?	Yes
<b>Comments</b>	
<b>Question</b> Driver # 6 Section # 382.115(a), 382.115(b) Acute	<b>Answer</b>
Has the carrier implemented an alcohol and/or controlled substances testing program?	Yes
<b>Comments</b>	
<b>Question</b> Driver # 7 Section # 382.213(b) Acute	<b>Answer</b>
Has the carrier used drivers who have used controlled substances?	No
<b>Comments</b>	
<b>Question</b> Driver # 8 Section # 382.215 Acute	<b>Answer</b>
Has the carrier used a driver who has tested positive for a controlled substance?	No
<b>Comments</b>	

<b>Question</b> Driver # 18 Section # 40.309(a)	<b>Answer</b>
Is the carrier conducting follow-up testing as directed by the Substance Abuse Professional?	No *
<b>Comments</b>	
Carrier had no drivers tested positive	
<b>Question</b> Driver # 19 Section # 382.211 Acute	<b>Answer</b>
Has the carrier used a driver who has refused to submit to an alcohol or controlled substances test required under Part 382?	No
<b>Comments</b>	
<b>Question</b> Driver # 20 Section # 382.503 Critical	<b>Answer</b>
Has the carrier used a Substance Abuse Professional as required by 49 CFR Part 40 Subpart O?	No *
<b>Comments</b>	
No drivers tested positive for the carrier	
<b>Question</b> Driver # 21 Section # 383.23(a) Critical	<b>Answer</b>
Has a driver operated a commercial motor vehicle without a current operating license, or a license, which hasn't been properly classed and endorsed?	No
<b>Comments</b>	
<b>Question</b> Driver # 22 Section # 383.37(a) Acute	<b>Answer</b>
Has the motor carrier knowingly allowed it's drivers who's CDLs have been suspended, revoked or canceled by a state, have lost the right to operate a CMV in a State, or have been disqualified from operating a CMV to operate a commercial motor vehicle?	No
<b>Comments</b>	
<b>Question</b> Driver # 23 Section # 383.51(a) Acute	<b>Answer</b>
Has the motor carrier knowingly allowed, required, permitted, or authorized a driver to drive who is disqualified to drive a commercial motor vehicle?	No
<b>Comments</b>	
Carrier had no drivers tested positive	
<b>Question</b> Operations # 1 Section # 395.1(e)(1), 395.1(e)(2)	<b>Answer</b>
Does the carrier have a system for recording hours of duty status on 100/150- mile radius drivers, and are they properly utilizing the 100/150 air-mile radius exemption?	Yes
<b>Comments</b>	
<b>Question</b> Operations # 2 Section # 395.8(a) Critical	<b>Answer</b>
Does the carrier require drivers to make a record of duty status?	Yes
<b>Comments</b>	
<b>Question</b> Operations # 3 Section # 395.8(l) Critical	<b>Answer</b>
Does the carrier require drivers to submit records of duty status within 13 days?	Yes
<b>Comments</b>	

<b>Question</b> Driver # 9 Section # 382.201 Acute	<b>Answer</b>
Has the carrier used a driver known to have an alcohol concentration of 0.04 or greater?	No
<b>Comments</b>	
<b>Question</b> Driver # 10 Section # 382.505(a) Acute	<b>Answer</b>
Has the carrier used a driver found to have an alcohol concentration of .02 or greater but less than .04 within 24 hours of being tested?	No
<b>Comments</b>	
<b>Question</b> Driver # 11 Section # 382.301(a) Critical	<b>Answer</b>
Has the carrier ensured that drivers have undergone testing for controlled substances prior to performing a safety sensitive function?	No *
<b>Comments</b>	
The carrier had no in the 365 days	
<b>Question</b> Driver # 12 Section # 382.303(a) Critical	<b>Answer</b>
Has the carrier conducted post accident testing on drivers for alcohol?	Yes
<b>Comments</b>	
<b>Question</b> Driver # 13 Section # 382.303(b) Critical	<b>Answer</b>
Has the carrier conducted post accident testing on drivers for controlled substances?	No *
<b>Comments</b>	
The carrier had no accidents in the last 365 days	
<b>Question</b> Driver # 14 Section # 382.305 Acute	<b>Answer</b>
Has the carrier implemented random testing program?	Yes
<b>Comments</b>	
<b>Question</b> Driver # 15 Section # 382.305(b)(1) Critical	<b>Answer</b>
Has the carrier conducted random alcohol testing at an annual rate of not less than the applicable annual rate or prorated rate of the average number of driver positions?	Yes
<b>Comments</b>	
<b>Question</b> Driver # 16 Section # 382.305(b)(2) Critical	<b>Answer</b>
Has the carrier conducted controlled substance testing at the applicable prorated rate of not less than the applicable annual rate of the average number of driver positions?	Yes
<b>Comments</b>	
<b>Question</b> Driver # 17 Section # 40.305(a)	<b>Answer</b>
Has the carrier conducted the required return-to-duty tests on employees returning to safety-sensitive functions?	No *
<b>Comments</b>	
No drivers tested positive for the carrier	



<b>Question</b> Operations # 4 Section # 395.8(k)(1) Critical	<b>Answer</b>
Can the carrier produce records of duty status and supporting documents for selected drivers?	Yes
<b>Comments</b>	
<b>Question</b> Operations # 5 Section # 395.3(a)(1) Critical	<b>Answer</b>
Has the carrier allowed driver(s) to exceed the 11-hour rule? (Property)	N/A
<b>Comments</b>	
<b>Question</b> Operations # 6 Section # 395.3(a)(2) Critical	<b>Answer</b>
Has the carrier allowed driver(s) to exceed the 14-hour rule? (Property)	N/A
<b>Comments</b>	
<b>Question</b> Operations # 7 Section # 395.3(b)(1) Critical	<b>Answer</b>
Has the carrier allowed driver(s) to drive after having been on duty more than 60 hours in 7 consecutive days? (Property)	N/A
<b>Comments</b>	
<b>Question</b> Operations # 8 Section # 395.3(b)(2) Critical	<b>Answer</b>
Has the carrier allowed driver(s) to drive after having been on duty more than 70 hours in 8 consecutive days? (Property)	N/A
<b>Comments</b>	
<b>Question</b> Operations # 9 Section # 395.5(a)(1) Critical	<b>Answer</b>
Has the carrier allowed driver(s) to exceed the 10 hour rule? (Passenger)	No
<b>Comments</b>	
<b>Question</b> Operations # 10 Section # 395.5(a)(2) Critical	<b>Answer</b>
Has the carrier allowed driver(s) to exceed the 15 hour rule? (Passenger)	No
<b>Comments</b>	
<b>Question</b> Operations # 11 Section # 395.5(b)(1) Critical	<b>Answer</b>
Has the carrier allowed driver(s) to drive after having been on duty more than 60 hours in 7 consecutive days? (Passenger)	No
<b>Comments</b>	
<b>Question</b> Operations # 12 Section # 395.5(b)(2) Critical	<b>Answer</b>
Has the carrier allowed driver(s) to drive after having been on duty more than 70 hours in 8 consecutive days? (Passenger)	No
<b>Comments</b>	

<b>Question</b> Operations # 13 Section # 395.8(e) Critical	<b>Answer</b>
Does available evidence indicate a selected driver has prepared a false record of duty status?	No
<b>Comments</b>	
<b>Question</b> Operations # 14 Section # 392.2 Critical	<b>Answer</b>
Does the motor carrier ensure that drivers operate commercial motor vehicles in accordance with the laws, ordinances, and regulations of the jurisdictions in which they are operating?	Yes
<b>Comments</b>	
<b>Question</b> Operations # 15 Section # 392.9(a)(1) Critical	<b>Answer</b>
Does the carrier ensure that drivers are not permitted to drive a vehicle without the cargo properly distributed and adequately secured?	Yes
<b>Comments</b>	
<b>Question</b> Operations # 16 Section # 392.4(b) Acute	<b>Answer</b>
Have any drivers operated a commercial motor vehicle while under the influence of, or in possession of, narcotic drugs, amphetamines, or any other substances capable of rendering the drivers incapable of safely operating motor vehicles?	No
<b>Comments</b>	
<b>Question</b> Operations # 17 Section # 392.5(b)(1) Acute	<b>Answer</b>
Have any drivers operated a commercial motor vehicle while under the influence of, or in possession of, intoxicating beverages?	No
<b>Comments</b>	
<b>Question</b> Operations # 18 Section # 392.5(b)(2) Acute	<b>Answer</b>
Have any drivers operated a commercial motor vehicle within 4 hours of having consumed intoxicating beverages?	No
<b>Comments</b>	
<b>Question</b> Maintenance # 1 Section # 396.3(b) Critical	<b>Answer</b>
Can the carrier produce maintenance files for requested vehicle(s)?	Yes
<b>Comments</b>	
<b>Question</b> Maintenance # 2 Section # 396.17(a) Critical	<b>Answer</b>
Can the motor carrier produce evidence of periodic (annual) inspections for selected vehicles?	Yes
<b>Comments</b>	
<b>Question</b> Maintenance # 3 Section # 396.11(a) Critical	<b>Answer</b>
Does the motor carrier require drivers to complete vehicle inspection reports daily?	N/A
<b>Comments</b>	



<b>Question</b> Maintenance # 4 Section # 396.11(c) Acute	<b>Answer</b>
Does the carrier ensure that out-of-service defects listed by the driver in the driver vehicle inspection reports are corrected before the vehicle is operated again?	N/A
<b>Comments</b>	
<b>Question</b> Maintenance # 5 Section # 396.9(c)(2) Acute	<b>Answer</b>
Does the carrier ensure vehicles that have been declared "out-of-service" do not operate before repairs have been made?	Yes
<b>Comments</b>	
<b>Question</b> Maintenance # 6 Section # 396.19	<b>Answer</b>
Is the carrier using qualified inspectors (mechanic) and maintaining evidence of the inspector's qualifications?	Yes
<b>Comments</b>	
<b>Question</b> Maintenance # 7 Section # 396.3	<b>Answer</b>
Can the carrier explain its systematic, periodic maintenance program?	Yes
<b>Comments</b>	
<b>Question</b> Other # 1 Section # 375.211	<b>Answer</b>
Does the carrier participate in an Arbitration Program?	N/A
<b>Comments</b>	
<b>Question</b> Other # 2 Section # 13702	<b>Answer</b>
Does the carrier assess shipper freight charges based upon published tariffs?	N/A
<b>Comments</b>	
<b>Question</b> Other # 3 Section # 375.401(c)	<b>Answer</b>
Does the carrier provide reasonably accurate estimates of moving charges?	N/A
<b>Comments</b>	
<b>Question</b> Other # 4 Section # 375.407(a), 375.703(b)	<b>Answer</b>
Has the carrier avoided "hostage freight" or other predatory practices?	N/A
<b>Comments</b>	
<b>Question</b> Other # 5 Section # 387.301(a), 387.301(b)	<b>Answer</b>
Does the HHG carrier have sufficient levels of public liability and cargo insurance?	N/A
<b>Comments</b>	



<b>Question</b> Other # 6 Section # 375.215	<b>Answer</b>
Does the carrier have a published tariff and is the motor carrier changing the applicable rate (375.215).	N/A
<b>Comments</b>	
<b>Question</b> Other # 7 Section # 375.213	<b>Answer</b>
Can the motor carrier identify the five documents required to be given to a prospective individual shipper prior to executing an order for service?	N/A
<b>Comments</b>	
<b>Question</b> Other # 8 Section # 37 subpart H	<b>Answer</b>
Does the carrier have the means to provide accessible over-the-road bus (OTRB) service on a 48-hour advance notice basis by its owned or leased OTRBs?	N/A
<b>Comments</b>	
<b>Question</b> Other # 9 Section # 37 subpart H	<b>Answer</b>
If the carrier does not have the means then does the carrier have an arrangement with another carrier that operates accessible OTRBs?	N/A
<b>Comments</b>	

Note: No Hazardous Materials questions were asked because the carrier does not carry Hazardous Materials in Interstate Commerce.



CAROLINA EXECUTIVE COACH LLC  
USDOT#: 2270810

Review Date:  
2/29/2012

## Part B

Your Proposed Safety Audit Result is: **PASS**

### Explanation of Scoring Methodology

Factor	Failed Questions		Performance Test Status	Total Points	Factor Status
	Critical	Acute			
1. General	1	0	—	1	PASS
2. Driver	3	0	—	3	FAIL
3. Operations	0	0	—	0	PASS
4. Maintenance	0	0	PASS — 0.00 %	0	PASS
5. Hazardous Materials	—	—	—	—	—
6. Accidents	—	—	PASS — 0.00	—	PASS
<b>SUM</b>	<b>4</b>	<b>0</b>		<b>4</b>	<b>PASS</b>

**Result:** Carrier has adequate basic safety management controls in place.

NOTE: Carrier has the right to request a review of this determination if there are factual or procedural disputes.

#### HOW THE SA IS SCORED

**FACTORS** - The Federal Motor Carrier Safety and Federal Hazardous Material Regulations are categorized into six factors. Multiple questions address the various factors. The Part B Question & Answer Report lists the CFR section numbers related to each question.

**CRITICAL/ACUTE** - Questions are also defined as CRITICAL, ACUTE or neither depending on the significance of the underlying regulation. Questions are assigned a point value if they are incorrectly answered. Critical = 1 and Acute = 1.5. The point values are summed for each factor. Any factor with a point value of 3 or more is marked "FAILED".

**OUT OF SERVICE (OOS) RATE** - The Driver/Vehicle OOS rate is used in factor #4 as another question. If there have been more than three level 1, 2, or 5 North American Standard Inspections conducted over the past year, they will be summarized. If the summed OOS rate is over 34%, one additional point is assigned to that factor.

**CRASH FACTOR** - Carriers are defined as urban or non-urban in order to compensate for the higher crash risk of urban operations. Urban carriers are defined as those that operate within a 100 air-mile radius. The crash rate for a carrier is calculated as accidents per million miles traveled. Factor #6 is "FAILED" if the urban carrier crash rate exceeds 1.7 or the non-urban carrier crash rate exceeds 1.6.

**OVERALL STATUS DETERMINATION** - Any carrier with 3 or more "FAILED" factors is deemed to have failed the Safety Audit by having inadequate safety management controls in place to operate in the U.S.



**23. CONTROLLED SUBSTANCES AND ALCOHOL BASIC PROCESS BREAKDOWN: Qualification and Hiring Process**

**DESCRIPTION OF PROCESS BREAKDOWN**

**BASIC SPECIFIC RECOMMENDED REMEDIES**

**Implement Safety Improvement Practices:** The following are recommended practices related to Qualification and Hiring.

- Query applicants and check with previous employers regarding controlled substances and alcohol violations, as well as related background, conditions and behaviors indicative of substance abuse, and conduct pre-employment testing as needed.
- Review and evaluate gaps in employment, frequent job changes, and incomplete applications that may indicate a history of controlled substances or alcohol abuse.
- Query drug and alcohol testing program manager applicants and their previous employers regarding knowledge and experience regarding rules, interpretations, and compliant practices of other companies.
- Ensure Moving Violation Records (MVR) for all prospective drivers are reviewed as part of the hiring process.
- Verify the qualification of all service agents to be acquired in accordance with regulations and best practices.

**Passenger Carriers:**

- When hiring part-time or intermittent drivers with concurrent employment, check with concurrent employer for pool selection status.
- Do not overlook qualification and testing requirements for drivers for intrastate school bus operations.

**Seek Out Resources:**

- You are encouraged to review your company's record at the following website: [HTTP://AI.FMCSA.DOT.GOV/CSI](http://AI.FMCSA.DOT.GOV/CSI). You will need to use your PIN Number that has been provided by the FMCSA. This website contains helpful safety resources. Please refer to the following resource numbers in the "Guidance" Section of the CSI web page that connects you with the reference materials in this website.
  - o Resource Number:
- Contact industry associations to get resources and ideas on safety improvement practices from other carriers in the industry.

- 24. Notice:** A pattern of and/or repeated violations of the same or related acute or critical regulations will cause the maximum penalties allowed by law to be assessed under Section 222 of the Motor Carrier Safety Improvement Act of 1999 (MCSIA). A pattern of violations means two or more violations of acute and/or critical regulations in three or more Parts of Title 49, Code of Federal Regulations discovered during any eligible investigation. Repeated violations means violation(s) of an acute regulation of the same Part of Title 49, Code of Federal Regulations discovered in an investigation after one or more closed enforcement actions within a six year period and/or violation(s) of a critical regulation in the same Part of Title 49, Code of Federal Regulations discovered in an investigation after two or more closed enforcement actions within a six year period.
- 25. To better understand your company's responsibilities under the Department of Transportation's Americans with Disabilities Act (ADA) regulations concerning accessibility of over-the-road buses, review the information on the Federal Motor Carrier Safety Administration's Web site at:**  
<http://www.fmcsa.dot.gov/rules-regulations/bus/company/ada-guidelines.htm>
- 26. Provide pre-trip safety information to motorcoach passengers. For information about the Basic Plan for Motorcoach Passenger Safety Awareness that was published by the Federal Motor Carrier Safety Administration, go to the Agency's Web site at:**  
<http://www.fmcsa.dot.gov/about/outreach/bus/bus-safety-awareness-plan.htm>
- 27. Conduct periodic internal reviews of your driver qualification, hours of service control, maintenance, accident analysis/reporting, training, and other safety systems to ensure continued compliance with the FMCSR.**



## 22. VEHICLE MAINTENANCE BASIC PROCESS BREAKDOWN: Monitoring and Tracking Processes

### DESCRIPTION OF PROCESS BREAKDOWN

#### BASIC SPECIFIC RECOMMENDED REMEDIES

**Implement Safety Improvement Practices:** The following are recommended practices related to Monitoring and Tracking Processes.

- Monitor and track roadside inspection results in order to ensure vehicle defects are repaired and documented promptly and prevent Out-of-Service vehicles from operating prior to being repaired.
- Regularly review maintenance files against part receipts to ensure accuracy of maintenance records.
- Ensure performance relating to company policies is documented.
- Evaluate all staff involved in fleet maintenance (i.e. drivers, payroll, dispatchers, and mechanics.)
- Evaluate the company's inspection results via FMCSA's website at <http://ai.fmcsa.dot.gov/CSI>.
- Ensure all vehicle inspection, repair, and maintenance training needs and training received are documented and monitored.
- Ensure that DVIRs are efficiently coordinated with maintenance and operations, result in timely correction, and are verified pre-trip as appropriate.

#### Passenger Carriers:

- Monitor industry recalls and field changes for proactive maintenance, especially with pre-owned buses.

#### Hazmat Carriers:

- Monitor performance and documentation of the appropriate HAZMAT inspections and tests, including hose inspections and emergency remote checks.

#### Seek Out Resources:

- You are encouraged to review your company's record at the following website: [HTTP://AI.FMCSA.DOT.GOV/CSI](http://AI.FMCSA.DOT.GOV/CSI). You will need to use your PIN Number that has been provided by the FMCSA. This website contains helpful safety resources. Please refer to the following resource numbers in the "Guidance" Section of the CSI web page that connects you with the reference materials in this website.
  - o Resource Number:
- Contact industry associations to get resources and ideas on safety improvement practices from other carriers in the industry.



## **21. UNSAFE DRIVING BASIC PROCESS BREAKDOWN: Communication and Training**

### **DESCRIPTION OF PROCESS BREAKDOWN**

#### **BASIC SPECIFIC RECOMMENDED REMEDIES**

**Implement Safety Improvement Practices:** The following are recommended practices related to Communication and Training.

- Communicate expectations for adhering to Unsafe Driving regulations and company policy/ procedures to drivers, dispatchers and managers, and provide new hire and refresher training for meeting those expectations.
- Ensure all drivers receive training as required by regulations and company policies.
- Reinforce training by developing job aids and/or establishing communication channels for all staff.
- Develop a program to facilitate employee communication with senior leaders. Senior leaders must articulate their commitment to safety.

#### **Passenger Carriers:**

- Develop a communication program with senior company leaders to address passenger complaints that have safety implications.
- Provide drivers with function-specific training, for example, customer communications, breakdown procedures, evacuation, and route diversion.
- Provide training on pedestrian awareness for bus drivers in inner cities.

#### **Hazmat Carriers:**

- Ensure that drivers of HAZMAT loads have been trained in load characteristics, especially if they are transporting liquid loads, in order to counteract liquid movements.

#### **Seek Out Resources:**

- You are encouraged to review your company's record at the following website: [HTTP://AI.FMCSA.DOT.GOV/CSI](http://AI.FMCSA.DOT.GOV/CSI). You will need to use your PIN Number that has been provided by the FMCSA. This website contains helpful safety resources. Please refer to the following resource numbers in the "Guidance" Section of the CSI web page that connects you with the reference materials in this website.
  - o Resource Number:
- Contact industry associations to get resources and ideas on safety improvement practices from other carriers in the industry.



19. For questions about DOT numbers or biennial updates: 800-832-5660 or 703-280-4001  
For questions about licensing, authority or MC numbers: 202-366-9805  
For questions about insurance: 202-385-2423  
For household goods complaints: 888-DOT-SAFT (888-368-7238)

20. **FATIGUE BASIC PROCESS BREAKDOWN: Monitoring and Tracking Processes**

**DESCRIPTION OF PROCESS BREAKDOWN**

**BASIC SPECIFIC RECOMMENDED REMEDIES**

**Implement Safety Improvement Practices:** The following are recommended practices related to Monitoring and Tracking Processes.

- Implement an effective process for monitoring, tracking, and evaluating tracking all drivers' compliance with Hours of Service regulations and company policies.
- Promptly review all Records of Duty Status for Hours of Service violations and falsification.
- Ensure performance relating to regulations and company policies are documented.
- Evaluate all staff required to monitor drivers' fatigue (i.e. log clerks, payroll, dispatch).
- Evaluate the company's inspection results via FMCSA's website at <http://ai.fmcsa.dot.gov/CSI>.
- Ensure all Hours of Service training needs and training received are documented and monitored.
- Monitor the driver logs to ensure that their "check in" calls report their hours accurately.

**Passenger Carriers:**

- Ensure that available hours account for rest periods, separate operations within-company, intermittent and relief drivers, and "extended day." Check in with drivers at pre-designated intervals.

**Seek Out Resources:**

- You are encouraged to review your company's record at the following website: [HTTP://AI.FMCSA.DOT.GOV/CSI](http://AI.FMCSA.DOT.GOV/CSI). You will need to use your PIN Number that has been provided by the FMCSA. This website contains helpful safety resources. Please refer to the following resource numbers in the "Guidance" Section of the CSI web page that connects you with the reference materials in this website.
  - o Resource Number:
- Contact industry associations to get resources and ideas on safety improvement practices from other carriers in the industry.




## Part B Requirements and/or Recommendations

1. Obtain a copy of each driver's driving record and review it annually.
2. Drivers may not have Commercial Driver Licenses (CDLs) from more than one state. Ensure that all drivers have only one current CDL that is not under suspension or revocation. Driver CDLs must also match the correct class of vehicle driven and have applicable endorsements for double/triple trailer, passenger, tank vehicle and/or hazardous material operation.
3. Review the circumstances under which a CDL is required. CDL and drug testing rules apply to both interstate and intrastate commerce.
4. Ensure that drivers provide a 10-year employment history on their employment application.
5. Ensure that all drivers are fully and properly qualified before operating in interstate commerce. Maintain a complete file as required for each driver, documenting the qualification process.
6. Maintain all required controlled substance testing records including yearly summaries, quarterly summaries, test information, test results, records of training etc., as required by 49 CFR Parts 40 and 382 of the FMCSR.
7. Use of radar detectors or similar devices on commercial vehicles is illegal. Do not require or permit drivers to use them. Take appropriate disciplinary action against drivers if they are using such devices.
8. Do not schedule or require drivers to make trips requiring them to exceed posted speed limits in order to complete the run within the hours of service limits.
9. Require all drivers to prepare complete and accurate records of duty status for each day, and to submit them within 13 days. Maintain all duty status records on file, with all supporting documents, for at least 6 months.
10. Ensure that all documents supporting records of duty status (such as toll, fuel repair and other on-the-road expense receipts, as well as invoices, bills of lading, dispatch records, etc.) are kept on file for at least 6 months.
11. Obtain from any driver used for the first time (or intermittently) a signed statement showing the total time on-duty during the preceding seven (7) days and the time at which the driver was last relieved from duty.
12. If you want some drivers to use the 100 air-mile radius exemption, make sure that the drivers meet all terms of the exemption, including being released from duty no more than 12 hours from when they report for duty. Logs must be prepared if a driver does not meet the 12 hour requirement.
13. Ensure that all drivers' records of duty status (logs) are accurate. Check them against "supporting documents" to verify accuracy. Prohibit falsification of logs by any driver. Review the rules on supporting documents. Take appropriate action against drivers who falsify logs.
14. Establish a systematic maintenance records program for all vehicles. Maintain a complete file for each subject vehicle, recording all repair, maintenance and inspection operations performed.
15. Ensure that the persons or entities that perform preventative maintenance inspections on your equipment are abiding by agreed time or mileage intervals. Ensure that records are kept of such periodic preventative maintenance inspections. Take corrective action, if schedules are not being adhered to.
16. A complete Educational and Technical Assistance package entitled "A MOTOR CARRIER'S GUIDE TO IMPROVING HIGHWAY SAFETY" is available free on the FMCSA website to assist you in complying with the safety regulations. It contains many forms and documents useful for improving the safety of your operations. Check: [www.fmcsa.dot.gov/factsfigs/eta/index.html](http://www.fmcsa.dot.gov/factsfigs/eta/index.html).
17. Ensure that all drivers subject to pre-employment, random, reasonable cause, post accident, return to duty, and/or follow-up controlled substance testing are tested as required by 49 CFR Parts 40 and 382 of the FMCSR.
18. Establish a system to control passenger-carrying drivers' hours of service. Do not dispatch drivers who don't have adequate hours available to complete assigned trips legally. Do not allow drivers to exceed the 10, 15, and 60/70-hour limits.





	<b>USDOT#</b> 2270810	<b>Legal:</b> CAROLINA EXECUTIVE COACH LLC	
	<b>Operating (DBA):</b>		
<b>MC/MX #:</b>		<b>Id #:</b>	<b>Federal Tax ID:</b>
<b>Review Type:</b> Safety Audit – New Entrant – Receipt		<b>Location of Review/Audit:</b>	Company Facility in the U.S.
<b>Scope:</b> Entire Operation		<b>Territory:</b> F	
<b>Operation Types</b>		<b>Interstate</b>	<b>Intrastate</b>
<b>Carrier:</b>	N/A	Non-HM	
<b>Shipper:</b>	N/A	N/A	
<b>Cargo Tank:</b>	N/A		
<b>Business:</b>		Corporation	
<b>Gross Revenue:</b>		\$0	<b>for year ending:</b> 12/31/2011
<b>Company Physical Address:</b>			
1625 CHARLESTON HWY WEST COLUMBIA, SC 29169, UNITED STATES			
<b>Contact Name:</b> SCOTT RAYFIELD			
<b>Phone numbers:</b> (1) 8032525466		(2) 8036007006	<b>Fax</b>
<b>E-Mail Address</b> carolinaexcchoach@aol.com			
<b>Company Mailing Address:</b>			
701 GERVAIS STREET SUITE 150-411 COLUMBIA, SC 29201, UNITED STATES			
<b>Report Summary</b>			
<b>Report</b>		<b># of Pages</b>	
Part A - General		2	
Part B - Questions & Answers		8	
Part B - Propsed Result		1	
Part B - Recommendations		5	
Audit Receipt Page		1	
<b>Total Pages:</b>		17	
<p>Disclaimer: By signing below, I acknowledge that I have received a copy of this review/audit and agree with the total number of pages indicated (above) for each document. My signature does not imply agreement with the findings of the review/audit, however they have been discussed in detail with me.</p>			
<p>QUESTIONS regarding this report or the Federal Motor Carrier Safety or Hazardous Materials rules may be addressed to the Office of Motor Carriers at:</p>			
<p>South Carolina State Transport Police / Motor Carrier Compliance Unit 10311 Wilson Blvd. / P.O. Box 1993, Blythewood, SC 29016 Phone: 803-896-5500 / Fax: 803-896-5526</p>			
This SAFETY AUDIT will be used to assess your safety compliance.			
<b>Person(s) Interviewed:</b>			
<b>Name:</b> SCOTT RAYFIELD		<b>Title:</b> PRESIDENT	
<b>Name:</b> ANDREW ANDERSON		<b>Title:</b> MANAGER	
<b>Reported By:</b>	<b>Title:</b>	<b>Code:</b> SC0009	<b>Date:</b> 2/29/2012
<b>Received By:</b>	<b>Title:</b>		

